



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 12/09/2015**

**Closing Date: 12/23/2015**

Position Title: Activities Leader

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Department: Future Generations

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Work Schedule: Varies

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Wage Rate: Pay Range 10: \$12.41/ Hr. / Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit To:**

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**TITLE:** Activities Leader

**WORKSITE:** Tule River Gymnasium

308 North Reservation Road

Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION

The Activities Leader assists in planning, organizing and leading programs and activities for the youth and adults of the community. The Activity Leader's primary responsibilities include, but are not limited to the following.

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### DUTIES & RESPONSIBILITIES:

1. Interacts and relates with all community participants and serves as a positive role model.
  2. Assists in coordinating various prevention speakers/ workshops related to at-risk participants.
  3. Supervises and participates with groups in a variety of indoor and outdoor activities
  4. Facilitates attendance sign in sheets for each activity.
  5. Assists with recruitment of participants
  6. Distributes supplies for each activity event.
  7. Responsible for set up of each activity.
  8. Coordinates monthly calendar activities for events and conferences, and leadership trainings.
  9. General administrative duties including but not limited to: answering phones, filing, data entry, etc.
  10. Maintains and keeps all activity logs current.
  11. Maintains cleanliness of Conference room.
  12. Works with the public and transports participants as needed
  13. Other duties as assigned related to secretarial functions and activities.
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### QUALIFICATIONS & EDUCATION:

1. Minimum High School diploma or G.E.D preferred or must be willing to successfully obtain a GED within (90) days of employment.
2. Must be able to maintain confidentiality at all times.
3. Ability to plan, implement and evaluate activities.
4. Must successfully complete a pre-employment drug screen and background investigation.
5. Must have valid CA driver's license and be insurable through the Tule River Tribe and must be willing to obtain a Class B driver license.
6. Must be computer literate.
7. Must be organized and highly responsible.

Approved by TRTC: 04/03/2013

8. Applicant must have the ability to work with Indian youth and adults and be sensitive to their issues.
9. Applicant must have the ability to work with and account for sensitive items such as handling of currency, receipts, credit cards, purchased items, etc.

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#### PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required when providing phone assistance.

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<b>This position reports to:</b>	Program Director
<b>Supervises:</b>	None
<b>Salary range:</b>	Pay Range 10: \$12.41- \$15.84/ Hr. Paid Bi-Weekly/ Overtime Eligible
<b>Hours:</b>	Full Time- 40 Hrs/ Week Weekends & Holidays as needed Hours may vary based on the needs of the department.
<b>Benefits:</b>	Medical, Dental, Vision, Life Insurance, Flexible Spending Plan, PTO & 401K plan.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**